

# AstraZeneca

**Owner**

Krishnappa, Vijaya (Depo)

**Authors**

Krishnappa, Vijaya (Depo)

Approvals		
Approval Reason	Approver	Date
Technical Approval	Hebbar, Umesh	2015/08/20 12:29:54
Quality Approval	Mani Iyer, Raja	2015/08/24 10:42:00

Table of Contents

1.

PURPOSE .....

3

2.

SCOPE.....

3

3.

DEFINITIONS AND ABBREVIATIONS.....

3

4.

RESPONSIBILITIES.....

3

5.

PROCEDURE.....

4

6.

REFERENCES .....

5

7.

CHANGE HISTORY .....

5

8.

ANNEXURE .....

6

Process Area: Central warehouse

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## 1. Purpose

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The purpose of this SOP is to lay down the procedure for disposal of expired, damaged, near expiry, recalled and sales return products and stability, reference samples received from Sales Depots (Stock Points) QA/Regulatory departments at CWH.

## 2. Scope

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This Standard Operating Procedure is applicable to central ware house

## 3. Definitions

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**3.1** This Standard Operating Procedure (SOP) is an authorized written procedure, providing instructions for disposal of expired products, near expiry products and damaged products received at CWH.

### 3.2 Abbreviations

CWH	Central Ware House
QA	Quality Assurance
PPE	Personal Protective Equipments
SHE	Safety Health and Enviornment

## 4. Responsibilities

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Activity	Responsibility
Receiving of the stocks and documentation, Obtaining approval for destruction, Sending the waste for incineration	Trained Ware House staff
Ensure Compliance	Supplier Relations Manager / Logistics Manager / Director- Distribution / Director – QA & Supply chain

Process Area: Central warehouse

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## 5. Procedure

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- 5.1 Receive the broken / damaged / expired / market returns/ sales return/near expiry goods from sales Depots (storage locations) and expired reference samples and stability samples from QA/regulatory department. And record the same in Form AZDOC0011994.
- 5.2 Check the stocks as per AZDOC0013353 Form for Verification of Returned Stocks, for Batch and quantity authentication.
- 5.3 Segregate the stocks in to tablets, bottles/ampoules/vials, and syringes and pack the segregated stocks properly.
- 5.4 Deface the Literatures/Pack Inserts/Carton boxes and collect them separately as paper waste and send for incineration as non-Hazardous materials or send for Shredding and disposal as paper waste
- 5.5 Obtain approval for destruction as per AZDOC0013354, Approval for Dispatching Stocks for Incineration after Segregation of Stocks
- 5.6 Arrange for transportation of segregated materials through approved vendor for incineration.
- 5.7 Arrange for necessary weighment of Vehicle before and after loading
- 5.8 Fill necessary forms required to be accompany the consignment and non-returnable gate pass. Follow waste management procedure AZDoc0007839

Process Area: Central warehouse

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- 5.9 After dispatching the consignment follow-up with the vendor for timely incineration and get the incineration certificate.
- 5.10 Collect the certificate and file it along with relevant documents.
- 5.11 For sales return stocks transferred to Storage Location I151, on getting the incineration certificate, initiate stock count for removal of stocks from Books of account.
- 5.12 During segregation process wear necessary PPEs like gloves, goggles, mask, safety shoes, etc
- 5.13 Follow the waste management procedure AZ Doc 0007839 on above case.
- 5.14 Provide monthly MIS report in form AZDOC0011995 to SHE Department

## 6. References

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- 6.1 Nil

## 7. Change History

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**This Document differs from the previous version in the following way(s)**

- 7.1 Font was updated to “Times 11”
- 7.2 Clause 5.7 was included
- 7.3 Destruction procedure deleted as the stocks are going for incineration after segregation.
- 7.4 Annexure 1 to 3 deleted as not relevant now
- 7.5 Form for Verification of Returned Stocks created as Form in AZDOC0013353
- 7.6 Approval for Dispatching stocks for Incineration after Segregation of stocks created as Form in AZDOC0013354

Process Area: Central warehouse

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- 7.7 All Annexure are removed from SOP and created as Forms in AZDOC.
- 7.8 Form AZDOC0011994 included in procedure 5.1
- 7.9 AZDOC0011995 included in procedure 5.14

8. Annexure

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- 8.1 NIL